

# **APPENDICES**

## **A - F**

## **APPENDIX A: RUSKIN HISTORIC PRESERVATION SURVEY DATABASE MANUAL**

This manual is under revision and will be provided in the near future.

## APPENDIX B: RUSKIN TERM LISTS

The following fields in Ruskin are “coded” — that is, the data must be selected from a predetermined “pick list”:

- Direction
- County
- Owner Type
- Property Type
- Style
- Materials:
  - Foundation
  - Walls
  - Roof
- Areas of Significance
- Subthemes
- Recommendations

See below for the pick lists for these fields. The fields are listed in the order in which they appear on the Ruskin screens.

### **Direction**

Select East, North, South, or West, as appropriate.

### **County**

Select the appropriate county name from the list.

### **Owner Type**

- Private
- Public-Local
- Public-State
- Public-Federal

### **Property Type**

Property Types in Ruskin are classified according to the following broad categories. For ease of locating the appropriate term, some types are listed in more than one category. The property type selected should reflect the property's historic type and function.

- Agriculture
- Commerce
- Domestic
- Education
- Fishing
- Government
- Health Care
- Industry
- Landscape
- Military

Recreation and Culture  
Religion/Funerary  
Social  
Transportation  
Water and Power

## **Agriculture**

Agricultural District — *use for an agricultural area (as a whole) defined as historic*

Apple Orchard

Barn — *use for general-purpose barns or for barns whose functions are unknown; see below for Dairy Barn,*

*Hay Barn, Horse Barn, and Potato Barn*

Blacksmith Shop

Cannery

Cherry Orchard

Cold Fruit Storage Building — *use only for refrigerated fruit storage buildings*

Corn Crib

Dairy Barn

Farm — *use when an entire farm property, not just a farmstead area, is being surveyed*

Farmstead — *use when only a farmstead (farm building complex) is being surveyed without the rest of the historic farm property*

Fruit Shed — *use for apple, peach, or other fruit storage buildings except Cold Fruit Storage Buildings*

Granary

Greenhouse

Grist Mill — *use for flour mills as well*

Hay Barn

Hog House

Horse Barn

Ice House

Milk House

Mint Still

Nursery

Orchard — *see apple orchard, cherry orchard, peach orchard, and plum orchard*

Peach Orchard

Plum Orchard

Potato Barn — *use for potato cellars as well as barns*

Poultry House — *use for chicken and other poultry buildings of all types*

Pumphouse

Roadside Stand

Root Cellar

Shed — *use for equipment sheds, woodsheds, workshops, and other small-scale structures not otherwise listed*

Silo

Slaughterhouse

Smokehouse

Springhouse

Stable — *use for combination stable/carriage house buildings (find under Domestic)*

Sugar Bush

Sugar House

Sugar Refinery

Vineyard

Wellhouse  
Windbreak  
Windmill  
Winery

### **Commercial**

Advertising Sign — *use for freestanding advertising signage, including billboards*  
Auto Showroom  
Auto Repair Garage  
Bank  
Bar  
Blacksmith Shop  
Cold Storage Warehouse  
Commercial District — *use for a commercial area (as a whole) defined as historic*  
Commercial Office Building — *use for buildings combining retail and office uses*  
Commercial Residential Mixed District — *use for a district that contains concentrations of both commercial and residential resources.*  
Diner  
Drive-In Restaurant — *use for restaurants where customers are/were served in their cars*  
Flower Shop  
Funeral Home  
General Store — *use for freestanding buildings specifically identified historically as “general stores”*  
Greenhouse — *see under Agriculture*  
Ice Cream Parlor  
Office Building  
Restaurant — *use only for a free-standing, single-use building*  
Roadside Stand — *use for small-scale buildings such as produce stands*  
Service Station — *gas station*  
Soda Fountain  
Storage Elevator — *agricultural products storage facility*  
Store — *use for buildings constructed to house one or more retail businesses*  
Supermarket  
Warehouse

### **Domestic**

Apartment Building  
Apartment Complex  
Boarding House  
Commercial/Residential District — *see Commercial Residential Mixed District under Commerce*  
Company Housing  
Dormitory  
Duplex — *use for a building with two, side-by-side units*  
Estate — *find under Landscape*  
Fence — *use for ornamental fencing (find under Landscape)*  
Fireplace — *use for outdoor fireplaces*  
Fraternity House — *use for fraternity and sorority houses*  
Garage  
Gazebo — *find under Recreation and Culture*  
Hotel

House — *use for any single-family dwelling or cottage except for cabins or cottages at commercial resort or tourist cabin complexes*  
Inn — *use for early stagecoach-era hotels*  
Manufactured Home — *use for mobile and manufactured homes*  
Manufactured Home Park — *use for mobile and manufactured home parks*  
Military Housing  
Motel  
Poorhouse  
Residential District — *use for a residential area (as a whole) defined as historic*  
Rowhouse — *use for a building containing three or more side-by-side units*  
Sauna  
Stable — *use for combination stable/carriage house buildings*  
Three-Family House — *use for a building containing three stacked living units*  
Tourist Cabin  
Tourist Cabin Complex  
Two-Family House — *use for a building containing two stacked living units*  
Wall — *find under Landscape*

### **Education**

Administration Building  
Church School — *use for a school building built for a religious organization, such as a Catholic or Lutheran school*  
Classroom Building — *use when the building is part of a larger campus of educational buildings*  
Educational Campus  
Elementary School  
Gymnasium  
High School  
Junior High School — *use for middle schools as well*  
Laboratory  
Library  
Observatory  
One-room Schoolhouse  
School — *use for buildings that housed all grades*  
Trade School

### **Fishing**

Fish Hatchery  
Fish Rearing Ponds  
Dock  
Fishery — *use for entire commercial fishing complex*  
Fish House  
Hatchery Building  
Net House  
Storeroom

### **Government**

City Hall — *use for village halls as well*  
Correctional Facility  
Courthouse — *use for county or federal courthouse buildings*

Fire Station  
Fire Tower  
Governmental Complex  
Police Station  
Post Office  
Public Works Facility — *use for road commission and public works department garages and facilities*  
Township Hall

### **Health Care**

Clinic  
Health Resort  
Hospital  
Medical Building  
Sanitarium  
Veterinary Clinic

### **Industry**

Automobile Factory — *use for automobile and truck components and assembly plants*  
Blacksmith Shop  
Blast Furnace  
Boiler House  
Brewery  
Brick and Tile Works  
Cannery  
Cement Plant  
Charcoal Kiln  
Chemical Plant  
Company Town  
Copper Mine  
Dry House  
Engine House  
Factory — *use for factory types not separately listed*  
Foundry  
Furniture Factory  
Grist Mill — *find under Agriculture*  
Head Frame  
Industrial Complex — *use for a generally small entire complex historically under one ownership*  
Industrial District — *use for an industrial area (as a whole) defined as historic*  
Iron Mine  
Laboratory  
Lime Kiln  
Machine Shop  
Mine — *use for mine types other than copper and iron*  
Mine Location  
Quarry  
Paper Mill  
Planing Mill  
Sawmill  
Stamp Mill

Steel Mill  
Sugar Refinery  
Tannery  
Textile Mill — *use for cloth and cloth-products factories*  
Warehouse  
Winery — *find under Agriculture*

### **Landscape**

Band Shell — *find under Recreation and Culture*  
Botanical Garden  
Boulevard  
County Park — *find under Recreation and Culture*  
Designed Community  
Designed Subdivision  
Estate  
Fence  
Fountain  
Garden  
Gateway — *use for an entrance gate structure*  
Gazebo — *find under Recreation and Culture*  
Golf Course — *find under Recreation and Culture*  
Municipal Park — *find under Recreation and Culture*  
Public Square  
Rockwork — *use for landscape features, other than those listed separately here, built of cobblestones or other decorative rockwork*  
State Park — *find under Recreation and Culture*  
Wall

### **Military**

Administration Building  
Armory  
Fort  
Hangar  
Military Base  
Military Housing — *find under Domestic*  
Military Training Center  
Nike Site

### **Recreation and Culture**

Auditorium  
Band Shell — *use for music shelters of all kinds*  
Bathhouse  
Bowling Alley  
Campground  
Camp-Meeting Grounds  
Clubhouse  
Community Center  
County Park



Dance Hall — *use for ballrooms as well*  
 Exhibition Building  
 Fairground  
 Gazebo  
 Golf Course  
 Gymnasium  
 Monument  
 Motion Picture Theater  
 Municipal Park  
 Mural  
 Museum  
 Observation Tower  
 Opera House — *use for buildings historically known as “opera houses”*  
 Painted Stage Curtain  
 Pavilion — *use for lakeside and other entertainment structures that house various combinations of dance hall, food, boat locker, and other services*  
 Picnic Shelter — *use for open-sided structures generally containing a fireplace, seating, and picnic tables*  
 Recreation Building — *use for general recreation and craft buildings such as at summer camps and campgrounds*  
 Resort — *use for commercial resort complexes*  
 Resort Association — *use for summer cottage resorts in which the land is owned by a cottagers’ association such as Ottawa Beach*  
 Roller Rink — *use for roller skating rinks*  
 Sculptural Object — *use for objects such as the Michigan Stove Co. stove at the State Fairgrounds and the U. S. S. Kearsarge “replica” at Wolverine*  
 Sculpture  
 Stadium  
 State Park  
 Summer Camp  
 Swimming Pool  
 Theater  
 Tourist Attraction — *use for roadside tourist attractions such as towers and miniature villages*  
 Zoo

## **Religion/Funerary**

Cathedral  
 Cemetery  
 Chapel  
 Church  
 Convent  
 Fencing — *use for ornamental fencing (find under Landscape)*  
 Gateway — *use for an entrance gate structure (find under Landscape)*  
 Grotto  
 Monastery  
 Mosque  
 Private Mausoleum  
 Public Mausoleum  
 Religious Complex — *use for an entire church, synagogue, or temple complex*  
 Seminary  
 Shrine

Synagogue

Tabernacle — use for tabernacle structures at religious camp-meeting grounds

Wall — find under Landscape

### **Social**

Clubhouse — use for clubhouses of literary, social, or garden club organizations

Fraternal Hall — use for halls used by fraternal organizations such as the Masons, Elks, Knights of Pythias, Woodmen of the World, Eagles, etc.

Grange Hall

Mixed Use Hall — use for buildings housing both lodge halls and municipal offices

Union Hall

Veterans' Hall — use for meeting halls used by veterans' organizations (GAR, American Legion, VFW, etc.)

### **Transportation**

Airplane

Airport

Airport Terminal

Boat House

Brick Street

Bus Depot

Canal

Coaling Station

Coast Guard Station

Fog Signal Building

Hangar

Highway Bridge

Life Saving Station

Lighthouse — use for the light tower itself when standing separate from a keeper's dwelling

Light Station — use for an entire lighthouse complex

Lock [Canal]

Locomotive

Navigation Structure — use for harbor entrance protection piers and revetments

Oil House

Parking Garage

Pedestrian Bridge

Pier

Railroad Bridge

Railroad Depot

Railroad Grade

Staircase — use for a staircase in a public right of way connecting sidewalk or street sections on steeply sloping ground

Streetcar Station

### **Water and Power**

Dam

Dike

Electric Substation

Electric Generating Plant — use for coal- or other-fired electric power plants

Hydroelectric Plant — *use for entire water-powered electric-generating plants, not for individual components such as the powerhouse, dam, dikes, etc.*

Penstock

Power Canal

Powerhouse

Pumping Station

Sewage Treatment Plant

Standpipe

Steam Plant

Water Purification Facility

Water Storage Reservoir

Water Tower

Waterworks

## **Style**

Use Style terms to define the property's architectural character. The Style terms are listed here according to the following broad categories:

Stylistic Terms

Building Forms

House Forms

Agricultural Building Forms

Commercial Building Forms

Industrial Building Forms

## **Stylistic Terms**

Art Deco

Arts and Crafts Style

Beaux Arts

Chateausque

Classical Revival — *use for early 19th-C. architecture modeled after Roman rather than Greek Classicism*

Colonial Revival

Commercial Brick — *use for early 20th-C. style that employs simple brickwork detailing (bands of stretcher brick outlining openings and forming panels, herringbone and other patterns in brickwork) rather than historical styling*

Commercial Style — *use for Chicago Commercial Style*

Dutch Colonial Revival

Early Gothic Revival

Eastlake

Egyptian Revival

Federal Style

Free Classic

French Eclectic

Georgian Revival

Gothic Revival

Greek Revival

High Victorian Gothic

International Style

Italianate

Mediterranean Revival

Mission Revival  
Moderne  
Moorish Revival  
Neo-Baroque  
Neoclassical  
Neo-Gothic  
Neo-Grec  
Neo-Romanesque  
Neo-Tudor  
Prairie Style  
Queen Anne  
Renaissance Revival  
Richardsonian Romanesque  
Romanesque Revival  
Round Arch Mode  
Rustic  
Second Empire  
Shingle Style  
Spanish Colonial Revival  
Stick Style

### **Building Forms**

A-frame Building  
Octagon Building  
Polygonal Building  
Quonset Building — *use for Quonset or other arch-rafter structure with semi-cylindrical roof and non-existent side walls*  
Round Building

### **House Forms**

American Foursquare  
Basilica Plan House — *use in place of Hen and Chicks*  
Bungalow  
Cruciform House  
Cup and Saucer House  
Front-gabled House  
Gabled Ell  
Half Basilica House  
Hall and Parlor House  
Hen and Chicks — *use Basilica Plan*  
I-House  
New England Large House  
New England 1½ Cottage  
Pyramidal Cottage  
Ranch House  
Upright and Double Wing House  
Upright and Wing

### **Agricultural Building Forms**

Basement Barn  
English Barn  
Pennsylvania Barn  
Pole Barn  
Southwestern Michigan Dutch Barn

### **Commercial Building Forms**

Use the following terms as appropriate. See Richard Longstreth's *The Buildings of Main Street* (Walnut Creek, CA: AltaMira Press, 2000).

Arcaded Block  
Enframed Block  
Enframed Window Wall  
One-part Commercial Block  
Stacked Vertical Block  
Temple Front  
Three-part Vertical Block  
Two-part Commercial Block  
Two-part Vertical Block  
Vault [Architecture]

### **Industrial Building Forms**

Use the following terms as appropriate. See Betsy Hunter Bradley's *The Works: The Industrial Architecture of the United States* (NY: Oxford University Press, 1999).

Industrial Loft  
Production Shed

### **Foundation**

Brick  
Concrete  
Stone  
Stone/Coursed Cobblestone  
Stone/Granite  
Stone/Limestone  
Stone/Marble  
Stone/Sandstone

### **Walls**

Asbestos  
Asphalt  
Brick  
Concrete  
Metal/Aluminum  
Metal/Cast Iron  
Metal/Copper  
Metal/Iron  
Metal/Steel

Porcelain Enamel

Simulated Masonry — *use for moulded stone wall facings, such as Perma-Stone, Formstone, and Rostone dating from c. 1929 and later.*

Stone

Stone/Coursed Cobblestone — *use for 19th-C. examples of the type brought by pioneers from New York state.*

Stone/Uncoursed Cobblestone — *use for examples, usually 20th-C., built with rounded stones, generally of similar size.*

Stone/Granite

Stone/Limestone

Stone/Bedford Limestone

Stone/Marble

Stone/Sandstone

Stone/Jacobsville Sandstone

Stone/Marquette Sandstone

Stone/Pointe aux Barques Sandstone

Stone/Waverly Sandstone

Stone/Slate

Structural Clay Tile

Stucco

Terra Cotta

Vinyl

Wood/Log

Wood/Particle Board

Wood/Plywood

Wood/Shingle

Wood/Weatherboard

## **Roof**

Asbestos

Asphalt

Metal/Copper

Metal/Iron

Metal/Steel

Metal/Tin

Stone/Slate

Vitrified Clay Tile

Wood/Shingle

## **Theme/Subtheme**

Theme and subtheme are separate but closely related fields. The themes (identical to the National Register of Historic Places' Areas of Significance) form the broad categories for the subthemes listed beneath them. For example, **Agriculture** is a theme, **Cattle Raising** a subtheme.

## **Agriculture**

Cattle Raising

Cherry Farming

Dairy Farming

Fruit Growing

- General Purpose Farming
- Hog Farming
- Market Gardening
- Mint Farming
- Nursery Business
- Potato Farming
- Sheep Raising
- Specialized Agriculture
- Subsistence Farming
- Sugar Beet Farming

### **Archaeology**

- Prehistoric
- Historic — Aboriginal
- Historic — Non-aboriginal

**Architecture** — use no subthemes. Buildings may possess significance in terms of the architects, engineers, builders, artists, craftspeople, and others involved in their design and construction; for exemplifying styles of architecture; as examples of pre-cut or manufactured buildings or for containing manufactured or stock architectural elements, such as metal cornices and standardized wood trim; for their use of Michigan materials such as Waverly Sandstone in their construction; as examples of pattern-book architecture; as examples of vernacular architecture; and for other reasons. The Architect/Builder, Style, and Materials fields provide data relating to these areas of significance that can be sorted.

### **Art**

- Decorative Arts
- Painting
- Sculpture

### **Commerce**

- Banking
- Fur Trade
- Grain Handling and Storage
- Retail
- Wholesale

### **Communications**

- Newspaper Communications
- Radio Communications
- Telephone Communications
- Television Communications

**Community Planning and Development** — no subthemes established.

**Conservation** — no subthemes established.

**Economics** — no subthemes established.

## **Education**

- Higher Education
- Libraries
- Private Schooling
- Public Primary and Secondary Schooling
- Rural Education
- Vocational and Technical Schooling

## **Engineering**

- Airport Engineering
- Highway Engineering
- Power Generation Engineering
- Railroad Engineering
- Water and Sewer Engineering
- Waterway Engineering

## **Entertainment/Recreation**

- Automobile Tourism
- Entertainment
- Fairs
- Great Lakes Recreation
- Inland Lakes Recreation
- Mineral Bath Industry
- Parks Movement
- Religion and Recreation
- Sports

## **Ethnic Heritage**

- African American
- Armenian
- Assyrian
- Belgian
- Chaldean
- Croatian
- Czech
- Danish
- Dutch
- English
- Finnish
- French-Canadian
- German
- Greek
- Hungarian
- Irish
- Italian
- Jewish
- Lithuanian
- Mexican



Native American  
Norwegian  
Polish  
Russian  
Serbian  
Slovenian  
Southern Appalachian  
Swedish  
Syrian  
Turkish  
Ukrainian  
Welsh  
Yankee

**Exploration and Settlement** — *no subthemes established.*

**Health/Medicine**

Federal Health Care  
Local and County Health Care  
Mineral Bath Industry  
Private Health Care  
State Health Care

**Industry**

Automobile Industry and Trade  
Brick Manufacturing — *includes tile manufacturing*  
Cement Manufacturing  
Copper Industry — *includes mining and smelting*  
Foundry Industries (*pumps, engines, agricultural implements, household appliances, stoves*)  
Furniture Industry  
Iron Industry — *includes mining and smelting*  
Lumbering Industry — *use for all wood products manufacturing (sash and doors, ties, bowls, etc.) except furniture*  
Paper Manufacturing  
Quarrying — *building stone, grindstones, gypsum, limestone*  
Textile Industry  
World War II Defense Industries

**Invention** – *no subthemes established.*

**Landscape Architecture**

Campus Design – *use for all institutional grounds planning*  
Cemetery Design  
Community and Subdivision Planning  
Park Planning and Design

**Law** – *no subthemes established.*

**Literature** — no subthemes established.

**Maritime History**

Aids to Navigation — *use for Army Corps of Engineers and other aids to navigation*  
Commercial Fishing  
Freight Shipping  
Passenger Travel  
Ship Building  
Sport Fishing  
U. S. Coast Guard — *use for Lighthouse and Life-saving Services as well*

**Military** — no subthemes established.

**Performing Arts** — no subthemes established.

**Music** — no subthemes established.

**Philosophy** — no subthemes established.

**Politics/Government**

County Government — *use for politics/government and public services (Police, Fire, Water and Sewer, Electric)*  
Federal Government — *use for politics/government and public services*  
Local Government — *use for politics/government and public services (Police, Fire, Water and Sewer, Electric)*  
State Government — *use for politics/government and public services*  
Territorial Government

**Religion**

African Methodist Denomination  
Assemblies of God  
Baptist Religion  
Catholicism  
Christian Church  
Christian Reformed Church  
Christian Science  
Church of God in Christ  
Church of the Nazarene  
Congregationalism  
Conservative Judaism  
Eastern Orthodox Denominations  
Episcopalian  
Evangelical and Reformed Church  
Evangelical United Brethren Church  
Islam  
Lutheranism  
Mennonites  
Methodism  
Mormonism  
Orthodox Judaism

Pentecostalism  
Presbyterian Denominations  
Reformed Church in America  
Reform Judaism  
Salvation Army  
Seventh Day Adventist  
Society of Friends  
Unitarianism — *use for Universalist churches as well*

**Science** – no subthemes established.

### **Social History**

Abolition  
Depression Era Relief Activities  
Forest Fires of 1871  
Forest Fires of 1881  
The Impact of World War II  
Southern Black Migration  
Southern White Migration  
Suburbanization  
Urbanization

### **Transportation**

Air Transportation  
Road Transportation  
Rail Transportation  
Water Transportation

### **Other**

### **National Register Eligibility**

NR Eligible  
Not NR Eligible  
More Data Needed

### **Status in Current/Potential District**

Contributing Site  
Non-Contributing Site  
More Data Needed

## APPENDIX C: SAMPLE RUSKIN FIELD FORM

The following form may be reproduced as a field form for recording data for later incorporation into electronic records. Completing the city/village and township sections in the field is useful when the survey includes more than one local governmental unit. It is important to record the sources of historical information, including the date of construction — such as cornerstones and inscriptions or owners or other informants — obtained in the field.

## MICHIGAN ABOVE-GROUND SURVEY FIELD FORM

### ADDRESS

Number  
City/Village

Direction

Street  
Township

### SURVEY INFO

Survey Date

Surveyor

### NAME

Historic Name  
Common Name

### DATE/PROPERTY TYPE/STYLE

Date Built  
Style

Source of Date  
Property Type

### MATERIALS

Foundation  
Walls  
Roof

### DESCRIPTIVE NOTES

### OTHER BUILDINGS/FEATURES

### HISTORY

### COMMENTS

### PHOTO INFO

File Name  
Roll No.  
Photographer

Frame No.

## APPENDIX D: FEDERAL PROFESSIONAL QUALIFICATIONS FOR HISTORIAN AND ARCHITECTURAL HISTORIAN

The following are the U. S. Secretary of the Interior's minimum qualifications for professionals in the fields of History and Architectural History (see Department of the Interior, National Park Service, *Procedures for State, Tribal, and Local Government Historic Preservation Programs*, 36 CFR Part 61, Appendix A):

### **History**

The minimum professional qualifications are a graduate degree in history or a closely related field; or a bachelor's degree in history or a closely related field plus one of the following: (1) at least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

### **Architectural History**

The minimum professional qualifications are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; or a bachelor's degree in architectural history with concentration in American architecture; or a bachelor's degree in architectural history, art history, historic preservation, or a closely related field plus one of the following: (1) at least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

## **APPENDIX E: SAMPLE WORK PROGRAM AND PRODUCTS SECTION FOR REQUESTS FOR PROPOSAL**

Sample work program and products sections for the three types of survey projects will be found on the following pages:

Reconnaissance Survey

Intensive Survey

Intensive Survey following up on earlier Reconnaissance Survey

## SAMPLE: WORK PROGRAM AND PRODUCTS SECTION FOR RECONNAISSANCE SURVEY

The village of Podunk Mills seeks consultants for an above-ground reconnaissance level historic and architectural survey of the village. The survey will include:

1. All properties within the village's central area [or within one or more survey areas within the municipal unit], which contains a concentration of forty and more year old properties. This area is bounded on the east by the village limits; on the south by the Podunk River; on the west by West Street; and on the north by Podunk Township. This area contains 672 buildings (including 34 carriage houses and other out-buildings), plus the public square and 2 parks, whose 25 sculptural and other features will need to be individually surveyed. The total number of properties to be surveyed in the central area is 700. [That is, 672 buildings + the square and 2 parks + 25 features within the square and parks.]
2. 50 additional properties located on individual parcels outside of the above central area containing in all about 70 resources to be surveyed.

The survey area and the locations of the individual properties are shown on the map enclosed with this RFP.

### Project Work

The project will include surveying all buildings and other features according to the SHPO's survey standards set forth in its *Manual for Historic and Architectural Surveys in Michigan*, Chapters 2 through 7. All properties, regardless of age, are to be surveyed. A historical overview, including thematic narratives, will be prepared using the entire village as the study area [or A historical overview for each of the survey areas that relates each area's historical events and developments to the municipal unit's broader history will be prepared]. Research for the historical overview will include the use of directories at ten-year or less intervals from 1890 to 1950. The consultant will be responsible for all project work and supplies. The consultant will be expected to conduct three public informational meetings on the survey, one at the beginning of the project, one at the approximate midpoint, and one at the end, and to make a presentation to the village council at the end of the project. The project must be completed by \_\_\_\_\_.

### Products

The consultant will provide the following survey products, as specified in Chapter 7 of the SHPO's survey manual, to the village at the conclusion of the survey:

- Two sets of electronic records in the most current version of the SHPO's Ruskin survey software for all surveyed properties, complex properties, and districts. [One will be for the local government, the other for the SHPO. Other local agencies may also want their own sets.]
- Eight sets of survey reports, each one containing:
  1. A complete set of inventory forms printed out from the Ruskin property records for all surveyed properties, complex properties, and districts.
  2. A set of printed photographic images providing at least one image for each surveyed property, complex property, and district using either standard photography or digital images (in either case, the SHPO's standards as set forth in Chapters 3 and 7 of the survey manual shall be followed). Photographic or digital images must be clearly reproduced in all reports.
  3. Mapping for all surveyed properties, complex properties, and districts. All maps must be clearly reproduced in all reports.
  4. All other report components set forth in the survey report requirements section in Chapter 7 of the SHPO's survey manual.

NOTE: All written materials must be free of typographical and grammatical errors.



Eight is a minimal number of copies and assumes one copy for the municipal unit, two for the Michigan Historical Center (one for the SHPO and one for the Archives of Michigan), one for the local library, one for the local historical society, one for the Library of Michigan, one for a regional library or archives, and two additional copies. The municipal unit and other repositories such as libraries may have use for more than one copy. Eight may be an inadequate number.

- One set of negatives, if standard photography is used. [These may go to a local repository or to the SHPO.]

### ***Professional Qualifications Consultant Must Meet***

The selected consultant must meet the federal professional qualifications for historian and architectural historian set forth in 36 CFR Part 61 (see Appendix D of this manual).

### ***Information Consultants Must Provide in Their Proposals***

1. Description of the work to be performed and the products.
2. Consultant's plan of action for accomplishing the work that includes a breakdown by work component and personnel and a schedule with time frames and hours for each component.
3. Project personnel: Indicate the personnel to be assigned to each task and their educational background and related work experience, including experience in the field of survey and context development;
4. Writing samples for personnel involved in preparing the report text.
5. Total project cost, and itemized budget.

### ***Criteria for Evaluating Proposals***

To be acceptable, a proposal must demonstrate all of the following:

1. A solid understanding of the work and the products required.
2. An adequate program and realistic time frames for successful completion of the project.
3. Personnel with the necessary educational background, work experience, writing skills, and administrative skills, including the ability to supervise personnel involved in the project.

Using the above criteria, each proposal will be evaluated first choice, second choice, etc., in each of the above categories and the scores — 1 for 1st choice, 2 for 2nd choice, 3 for 3rd choice, etc., in each category — added up. Any proposal that is unacceptable in one of the above categories will not be considered. The proposal receiving the lowest overall score that also meets the project's budget constraints will receive preference. If neither of the two lowest-scoring proposals meets the village's budgetary constraints, the village reserves the right to re-bid the project or to negotiate with the two consultants whose proposals received the lowest scores.

## **SAMPLE: WORK PROGRAM AND PRODUCTS SECTION FOR INTENSIVE SURVEY**

The village of Podunk Mills seeks consultants for an intensive level above-ground historic and architectural survey of two areas within the village. Area 1 is comprised of the central business district and surrounding residential area and is bounded by Washington Street on the west, Adams on the north, Jefferson on the east, and Monroe on the south. It contains 322 buildings, including subsidiary sheds and outbuildings, plus the public square. Area 2 is the mill district at the east edge of the village. It is bounded on the north by Mill Street, on the east by Main Street, on the south by the Podunk River, and on the west by the east line of the Podunk Mills Shopping Parkade property. It contains 24 buildings. The survey areas are shown on the map enclosed with this RFP.

### **Project Work**

The project work will include an intensive level survey of all buildings and other features, including the public square, according to the SHPO's intensive level survey standards as set forth in its *Manual for Historic and Architectural Surveys in Michigan*, Chapters 2 through 7. All properties, regardless of age, are to be surveyed. A historical overview, including thematic narratives, will be prepared for each of the survey areas that relates each area's historical events and developments to the municipal unit's broader history.

No research shall be required for any properties less than 40 years old. For 40-plus-year-old properties, research will, at a minimum, include the use of early maps, directories, tax assessor's records, and local history collections at the village library and Podunk Mills Historical Society. For the public square and a minimum of 50 buildings of key historic and/or architectural importance (to be jointly selected by the consultant and survey committee), more in-depth research shall be undertaken. For these properties the research phase will also include the use of additional sources appropriate to each property such as tax records, census records, newspapers, and interviews with property owners and other knowledgeable informants. For 9 additional public properties and churches, the consultant will be responsible for locating and using available records of the applicable public agencies and churches and performing newspaper research to document dates of construction, architects, contractors, and others involved in designing and building such properties and as much as possible of the circumstances that brought about their construction.

The consultant will be responsible for all project work and supplies. The consultant will be expected to conduct three public informational meetings on the survey, one at the beginning of the project, one at the approximate midpoint, and one at the end, and to make a presentation to the village council at the end of the project. The project must be completed by \_\_\_\_.

### **Products**

The consultant will provide the following survey products, as specified in Chapter 7 of the SHPO's survey manual, to the village at the conclusion of the survey:

- Two sets of electronic records in the most current version of the SHPO's Ruskin survey software for all surveyed properties, complex properties, and districts. [One will be for the local government, the other for the SHPO. Other local agencies may also want their own sets.]
- Eight sets of survey reports, each one containing:
  1. A complete set of inventory forms printed out from the Ruskin property records for all surveyed properties, complex properties, and districts.
  2. A set of printed photographic images providing at least one image for each surveyed property, complex property, and district using either standard photography or digital images (in either case, the SHPO's standards as set forth in Chapters 3 and 7 of the survey manual shall be followed). Photographs or digital images must be clearly reproduced in all reports.

3. Mapping for all surveyed properties, complex properties, and districts. All maps must be clearly reproduced in all reports.
4. All other report components set forth in the survey report requirements section in Chapter 7 of the SHPO's survey manual.

NOTE: All written materials must be free of typographical and grammatical errors.

Eight is a minimal number and assumes one copy for the municipal unit, two for the Michigan Historical Center (one for the SHPO and one for the Archives of Michigan), one for the local library, one for the local historical society, one for the Library of Michigan, one for a regional library or archives, and two additional copies. The municipal unit and other repositories such as libraries may have use for more than one copy. Eight may be an inadequate number.

- One set of negatives, if standard photography is used. [These may go to a local repository or to the SHPO.]

### ***Professional Qualifications Consultant Must Meet***

The selected consultant must meet the federal professional qualifications for historians and architectural historians set forth in 36 CFR Part 61 (see Appendix D of this manual).

### ***Information Consultants Must Provide in Their Proposals***

1. Description of the work to be performed and the products.
2. Consultant's plan of action for accomplishing the work that includes a breakdown by work component and personnel and a schedule with time frames and hours for each component.
3. Project personnel: Indicate the personnel to be assigned to each task and their educational background and related work experience, including experience in the field of survey and context development;
4. Writing samples for personnel involved in preparing the report text.
5. Total project cost, with itemized budget.

### ***Criteria for Evaluating Proposals***

To be acceptable, a proposal must demonstrate all of the following:

1. A solid understanding of the work and the products required.
2. An adequate program and realistic time frames for successful completion of the project.
3. Personnel with the necessary educational background, work experience, writing skills, and administrative skills, including the ability to supervise personnel involved in the project.

Using the above criteria, each proposal will be evaluated first choice, second choice, etc., in each of the above categories and the scores — 1 for 1st choice, 2 for 2nd choice, 3 for 3rd choice, etc. in each category — added up. Any proposal that is unacceptable in one of the above categories will not be considered. The proposal receiving the lowest overall score that also meets the project's budget constraints will receive preference. If neither of the two lowest-scoring proposals meets the village's budgetary constraints, the village reserves the right to re-bid the project or to negotiate with the two consultants whose proposals received the lowest scores.

## **SAMPLE: WORK PROGRAM AND PRODUCTS SECTION FOR INTENSIVE SURVEY FOLLOWING UP ON RECONNAISSANCE SURVEY**

The village of Podunk Mills seeks consultants for an intensive level above-ground historic and architectural survey of two areas within the village identified during a previous reconnaissance level survey. Area 1 is comprised of the central business district and a surrounding residential area and is bounded by Washington Street on the west, Adams on the north, Jefferson on the east, and Monroe on the south. It contains 322 buildings, including subsidiary sheds and outbuildings, plus the public square. Area 2 is the mill district at the east edge of the village. It is bounded on the north by Mill Street, on the west by Main Street, on the south by the Podunk River, and on the east by the west line of the Podunk Mills Shopping Parkade property. It contains 24 buildings, including 5 primary mill buildings. The survey areas are shown on the map enclosed with this RFP.

### **Project Work**

The project work will include upgrading to intensive level the existing reconnaissance level survey data for all buildings and other features, including the public square, according to the SHPO's intensive level survey standards as set forth in its *Manual for Historic and Architectural Surveys in Michigan*, Chapters 2 through 7. In upgrading existing survey data, any existing Ruskin data will be revised, if feasible, or new Ruskin records may be created, if revising and converting the existing proves impractical. In addition, all historic features within the survey areas not previously surveyed on an individual basis (such as sheds and outdoor fireplaces) will be surveyed at the intensive level, as per the SHPO's intensive level survey standards set forth in Chapters 2 through 7 of its survey manual, with property records in the SHPO's Ruskin electronic survey database program created for them. The intensive survey will result in data in the most current version of Ruskin for all properties encompassed by the survey. No new historical overview will be needed.

No research shall be required for any properties less than 40 years old. For 40-plus-year-old properties, research will, at a minimum, include the use of early maps, directories, tax assessor's records, and local history collections at the village library and Podunk Mills Historical Society. For the public square, and a minimum of 50 buildings of key historical and/or architectural importance (to be jointly selected by the consultant and survey committee), more in-depth research shall be undertaken. For these properties the research phase will also include the use of additional sources appropriate to the properties such as tax records, census records, newspapers, and interviews with property owners and other knowledgeable informants. For 9 additional public properties and churches, the consultant will be responsible for locating and using available records of the applicable public agencies and churches and performing newspaper research to document dates of construction, architects, contractors, and others involved in designing and building such properties and as much as possible of the circumstances that brought about their construction.

The consultant will be responsible for all project work and supplies. The consultant will be expected to conduct three public informational meetings on the survey, one at the beginning of the project, one at the approximate midpoint, and one at the end, and to make a presentation to the village council at the end of the project. The project must be completed by \_\_\_\_.

### **Products**

The consultant will provide the following survey products, as specified in Chapter 7 of the SHPO's survey manual, to the village at the conclusion of the survey:

- Two sets of electronic records in the most current version of the SHPO's Ruskin survey software for all surveyed properties, complex properties, and districts. This will include any upgraded records from the previous reconnaissance level survey plus new records created in this survey project. A complete set of intensive level survey records for all properties, complex properties, and districts in the survey area will be provided at the end of this project. [One will be for the local government, the other for the SHPO. Other local agencies may also want their own sets.]

- Eight sets of survey reports, each one containing:
  1. A complete set of inventory forms printed out from the Ruskin property records for all surveyed properties, complex properties, and districts.
  2. A set of printed photographic images providing at least one image for each surveyed property, complex property, and district using either standard photography or digital images (in either case, the SHPO's standards as set forth in Chapters 3 and 7 of the survey manual shall be followed). Photographs or digital images must be clearly reproduced in all reports.
  3. Mapping for all surveyed properties, complex properties, and districts. All maps must be clearly reproduced in all reports.
  4. All other report components set forth in the survey report requirements section in Chapter 7 of the SHPO's survey manual.

NOTE: All written materials must be free of typographical and grammatical errors.

Eight is a minimal number and assumes one copy for the municipal unit, two for the Michigan Historical Center (one for the SHPO and one for the Archives of Michigan), one for the local library, one for the local historical society, one for the Library of Michigan, one for a regional library or archives, and two additional copies. The municipal unit and other repositories such as libraries may have use for more than one copy. Eight may be an inadequate number.

- One set of negatives, if standard photography is used. [These may go to a local repository or to the SHPO.]

### ***Professional Qualifications Consultant Must Meet***

The selected consultant must meet the federal professional qualifications for historian and architectural historian set forth in 36 CFR Part 61 (see Appendix D of this manual).

### ***Information Consultants Must Provide in Their Proposals***

1. Description of the work to be performed and the products.
2. Consultant's plan of action for accomplishing the work that includes a breakdown by work component and personnel and a schedule with time frames and hours for each component.
3. Project personnel: Indicate the personnel to be assigned to each task and their educational background and related work experience, including experience in the field of survey and context development;
4. Writing samples for personnel involved in preparing the report text.
5. Total project cost, with itemized budget.

### ***Criteria for Evaluating Proposals***

To be acceptable, a proposal must demonstrate all of the following:

1. A solid understanding of the work and the products required.
2. An adequate program and realistic time frames for successful completion of the project.
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Using the above criteria, each proposal will be evaluated first choice, second choice, etc., in each of the above categories and the scores — 1 for 1st choice, 2 for 2nd choice, 3 for 3rd choice, etc., in each category — added up. Any proposal that is unacceptable in one of the above categories will not be considered. The proposal receiving the lowest overall score that also meets the project's budget constraints will receive preference. If neither of the two lowest-scoring proposals meets the village's budgetary constraints, the village reserves the right to re-bid the project or to negotiate with the two consultants whose proposals received the lowest scores.

## APPENDIX F: NATIONAL REGISTER BULLETINS

The U. S. Department of the Interior, National Park Service, has published the following National Register Bulletins. Copies may be obtained from the SHPO.

- No. 12: Definition of National Register Boundaries for Archeological Properties
- No. 13: How to Apply the National Register Criteria to Post Offices
- No. 15: How to Apply the National Register Criteria for Evaluation
- No. 16A: How to Complete the National Register Registration Form
- No. 16B: How to Complete the National Register Multiple Property Documentation Form
- No. 18: How to Evaluate and Nominate Designed Historic Landscapes
- No. 20: Nominating Historic Vessels and Shipwrecks to the National Register of Historic Places
- No. 22: Guidelines for Evaluating and Nominating Properties that Have Achieved Significance Within the Past Fifty Years
- No. 23: How to Improve the Quality of Photographs for National Register Nominations
- No. 24: Guidelines for Local Surveys: A Basis for Preservation Planning
- No. 29: Guidelines for Restricting Information about Historic and Prehistoric Resources
- No. 30: Guidelines for Evaluating and Documenting Rural Historic Landscapes
- No. 32: Guidelines for Evaluating and Documenting Properties Associated with Significant Persons
- No. 34: Guidelines for Evaluating and Documenting Historic Aids to Navigation
- No. 36: Guidelines for Evaluating and Registering Historical Archeological Sites and Districts
- No. 38: Guidelines for Evaluating and Documenting Traditional Cultural Properties
- No. 39: Researching a Historic Property
- No. 40: Guidelines for Identifying, Evaluating, and Registering America's Historic Battlefields
- No. 41: Guidelines for Evaluating and Registering Cemeteries and Burial Places
- No. 42: Guidelines for Identifying, Evaluating, and Registering Historic Mining Properties
- Defining Boundaries for National Register Properties
- Guidelines for Evaluating and Documenting Historic Aviation Properties